



CITY OF ATLANTA

Job Announcement

HUMAN RESOURCES SPECIALIST, SENIOR

STARTING SALARY: \$37,125 – \$50,598

Salary Grade: 17

Applications Accepted From: April 17, 2006 until April 28, 2006

Minimum Job Requirements

Persons applying must have an Associate's degree in Business/Public Administration, Human Resources; or related field and four years of professional human resources experience. Bachelor's Degree preferred; or an equivalent combination of education, training, and experience. Knowledge of FMLA and ERISA laws are highly desirable.

Duties of the Job:

This employee performs technical and professional personnel functions within an assigned department. Duties include, but are not limited to: assisting with recruiting and staffing activities; performing background reference investigation, employment and education verification, determining appropriate salary offers in collaboration with management, interviewing professional and technical applicants, providing assistance and information to employees and to the general public; processing personnel transactions and employment requests; generating forms and reports; and maintaining files that are in compliance with applicable legal requirements; preparing various types of reports; performance appraisal reports, statistical reports in regard to recruitment, interviews, hires, and transfers; monitoring the filing and maintenance of employee personnel records and employee medical files; monitoring the processing of all paperwork involving personnel administration, e.g., Leave of Absence, FMLA, and performing other related duties as required.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Bureau of Personnel Administration, 68 Mitchell Street SW, Suite 2120, Atlanta, GA. 30335-0306.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

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